

STUDENT SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the designated Principal or Assistant Principal, the incumbent leads and works along with staff assigned to providing behavioral management for students in a special education residential facility school and is responsible for programs designed to ensure that students in a special education residential environment interact in a constructive and productive manner, as well as designing and scheduling program area training. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Works as a team member with teachers, counselors, school social workers and other appropriate personnel to establish positive student behavior by developing appropriate strategies tailored to individual students;

Collaborates with instructional staff to develop student behavior objectives, goals and plans as well as methods to monitor conduct;

Consults with staff to obtain information and advice on student behavior problems;

Confers regularly with parents/guardians regarding student behavior;

Identifies and schedules programs beneficial to the student which are outside the traditional classroom setting;

Works one-on-one with students evaluating needs and providing interventions to affect behavior;

Assesses and defuses situations using conflict resolution and management techniques;

Reinforces appropriate behaviors by using a variety of established strategies and responses;

Provides value clarification including rules, expectations and consequences for inappropriate behavior;

Reviews incident reports daily and monitors activity throughout the instructional day to maintain a safe environment for students and staff;

Provides training and updates for all staff as needed on any aspect of the program;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the theory and practices of youth and child behavioral problems; good counseling skills; good interviewing skills; ability to deal with effectively with students with behavioral problems; ability to communicate effectively with students, staff professionals, parents and administrators; ability to speak and write effectively; ability to effectively use computer

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; emotional maturity, good judgment, discretion; tolerance for differing values and attitudes; reliability and physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and five (5) five years of work experience where the primary function of the position was working with children in a special educational, social service or health care facility dealing with emotionally troubled youth.

SUBSTITUTION: A Bachelor's Degree* in Social Work, Psychology, Education or related field may be substituted for one year of the work experience described above. Satisfactory completion of 30 post-graduate college credits* in Social Work, Psychology, Education or related field may be substituted on a year for year basis for up to two years of the work experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: At time of appointment must be a Certified Trainer in Therapeutic Crisis Intervention.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOODOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J.C.: Competitive
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Job Class Code: S973